

Eastern Illinois University
Request for Supplemental Personal Services Procedures

When an Eastern Illinois University employee performs paid employment for Eastern Illinois University outside their regular job assignment, a Request for Supplemental Personal Service Payment form is used. These forms are available on line at http://www.eiu.edu/~humanres/forms/supplemental_psnl_srvcs_paynent.pdf. For example, if a clerical employee works as a ticket taker at an athletic event, this form is used to provide compensation to the employee for ticket taking duties performed outside scheduled work hours. It can be used for all employee groups.

All signatures listed on the form must be obtained and then the form should be forwarded to the Human Resource Employment Office, Old Main Room 2020. Questions about the form can be directed to the same office at 581-3463 for Civil Service Employees and 581-7655 for Faculty, A&P, and ASP Employees.